



Welcome to
Plymstock School
Sixth Form

Parent
and Student
Information
Booklet

SUCCESSING TOGETHER

Dear Student

Welcome to those students joining us in Year 12 and those students returning for Year 13. We are delighted that you will be joining us in September and are looking forward to you being part of our Sixth Form.

Our aim at Plymstock is to provide a range of balanced curriculum opportunities for Sixth Form students. We wish to support students in reaching their full potential in a safe and happy environment. Each student is a valued individual, whose goals reflect their own characteristics, qualities and aspirations.

As a community we foster high standards of behaviour, good relationships and a mature sense of responsibility. Sixth Form students are expected to meet their commitments in a manner which reflects their status as young adults, as they take increasing responsibility for their own learning. We welcome fresh ideas and encourage students' involvement in many aspects of the daily life of the school.

This handbook gives information about many of the procedures and expectations that are an integral part of Sixth Form life.

We look forward to working with you.

Miss Monelle, Beckie and Gem

Sixth Form Contact Details

Sixth Form Direct Line: 01752 495041

Miss E Monelle, Director of Post 16

Email: emonelle@plymstockschool.org.uk Tel: (01752) 495040

Mrs Rebecca Littler, Assistant Director of Post 16

Email: rlittler@plymstockschool.org.uk Tel: (01752) 495075

Mrs Gemma Grenney, Post 16 Administrator

email: ggrenney@plymstockschool.org.uk (01752) 495041

Normal School Day Timings

8:45-9:00	Registration in your Tutor room
9:00-10:00	Lesson 1
10:00-11:00	Lesson 2
11:00-11:30	Break time
11:30-12:30	Lesson 3
12:30-1.30	Lesson 4
1:30-2:10	Lunch time
2:10-3:10	Lesson 5
3:10	School Finishes

Key Dates

September

3rd September	First Day of Term
14th-15th September	Year 13 Business Studies Trip
17th September	Early Closure
24th September	Year 12 Parents' Learning Evening 6.00-6.45pm (Lecture Theatre)
24th September	Year 13 Parents' Information Evening 7:00-7.45pm (Lecture Theatre)
23rd Sept-4th October	Year 12 & 13 Assessment Period
25th September	Protection Approaches Workshop (Periods 3&4 compulsory attendance)

October

1st October	Collapsed Session Lessons 1 & 2
15th October	Oxbridge, Medicine, Veterinary Medicine and Dentistry UCAS deadline
18th October	Non pupil day
18th-27th October	Half Term
30th October	UCAS Personal Statement in school deadline
31st October	Year 13 Progress Checks Home

November

4th-8th November	Charity Week
7th November	Year 12 Progress Checks Home
7th November	RGS Lecture 4-6pm (Geography students) Lecture Theatre
9th November	Mock Law Trial Heat (Plymouth County Court)
13th November	Early Closure -GCSE Presentation Evening 7-9pm (Rehearsal for Year 12's in The New Hall 1:35-2pm)
16th-17th November	Year 12 & 13 Art Trip
21st November	Collapsed Sessions (periods 3,4 & 5)
27th November	Parents' Evening 3:45-6:15pm

December

19th December	Last day of term -Early Closure
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January

6th January	First day of term
13th-17th January	School Show
15th January	Year 13 UCAS deadline

February

14th February

Non pupil day

17th-23rd February

Half Term

24th –28th February

Year 13 Mock Exam Week

March

17th March

Collapsed Session Lessons 3,4 & 5

19th March

Year 12 & 13 Progress Checks Home

25th March

Parents' Evening 3:45-6:15pm

27th March

Year 13 EPQ deadline

27th March

Last day of term

April

14th April

First day of term

15th April

Year 13 Art mock

May

4th-6th May

Art A Level Exam

7th May

Year 13 Final Assembly

8th May

May Day Bank Holiday

11th May-24th June

Year 13 A Level Exams

19th May

Year 12 UCAS Parents' Info Eve 6-7pm Lecture Theatre

25th May—31st May

Half Term

June

8th-9th June

Year 12 Art Mock

15th-19th June

Year 12 Mock Exams

26th June

End of A Level Exams

26th June

Year 13 Summer Ball

July

6th-10th July

Work Experience Week/ Geography Fieldwork Trip

13th July

Year 12 Progress Checks Home

15th July

Festival of Sport

17th July

Last day of term—Early Closure

August

13th August

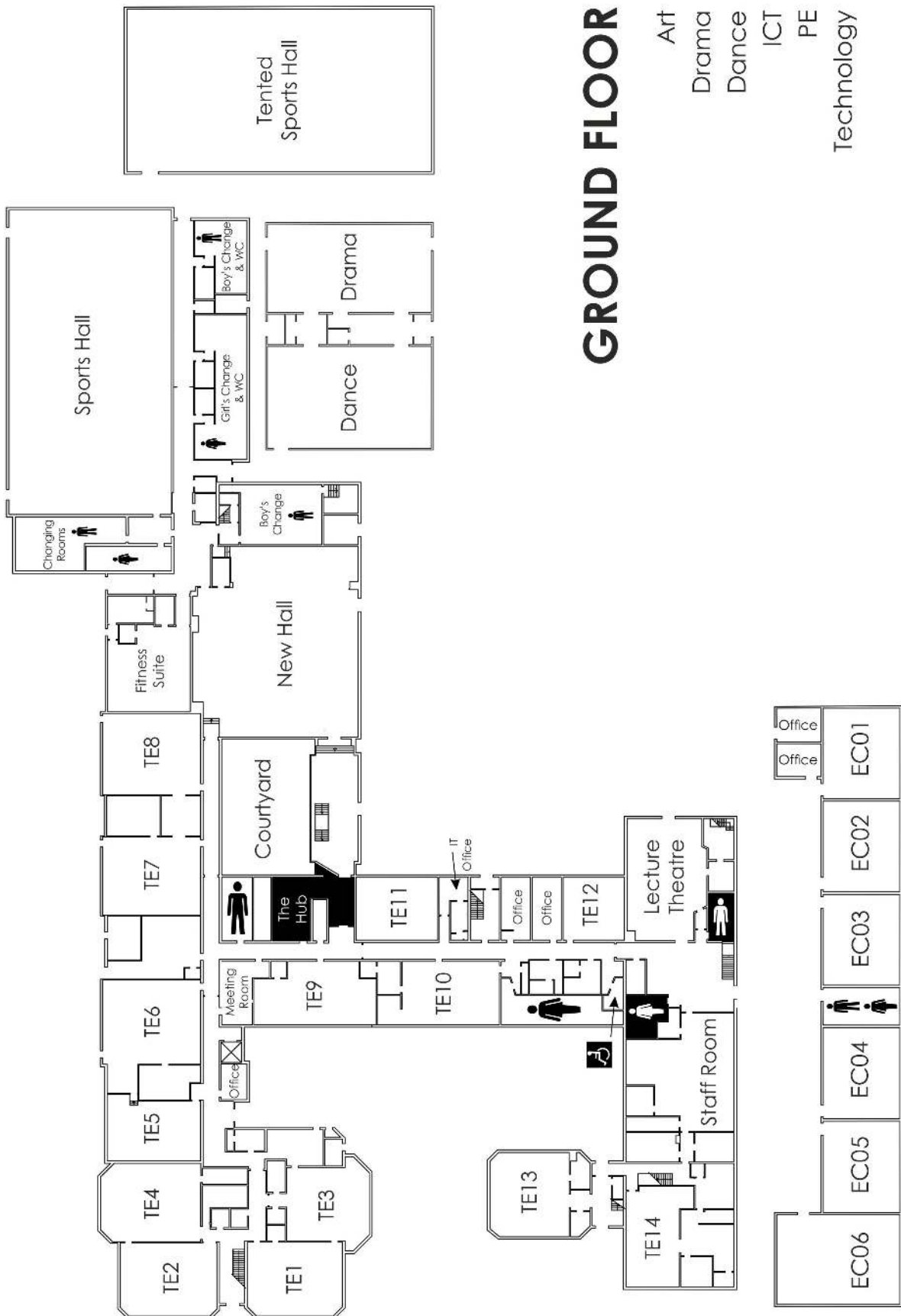
A Level Results Day

20th August

GCSE Results Day

School Map

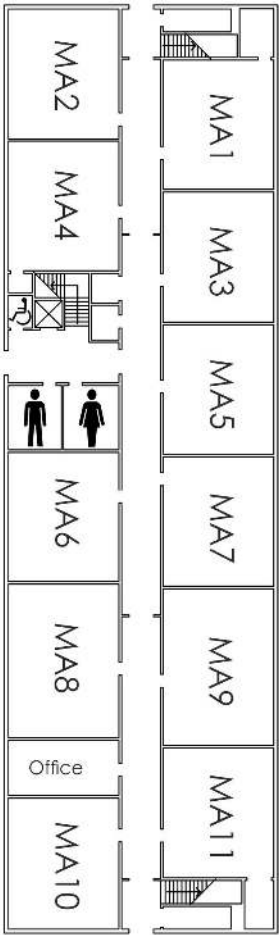
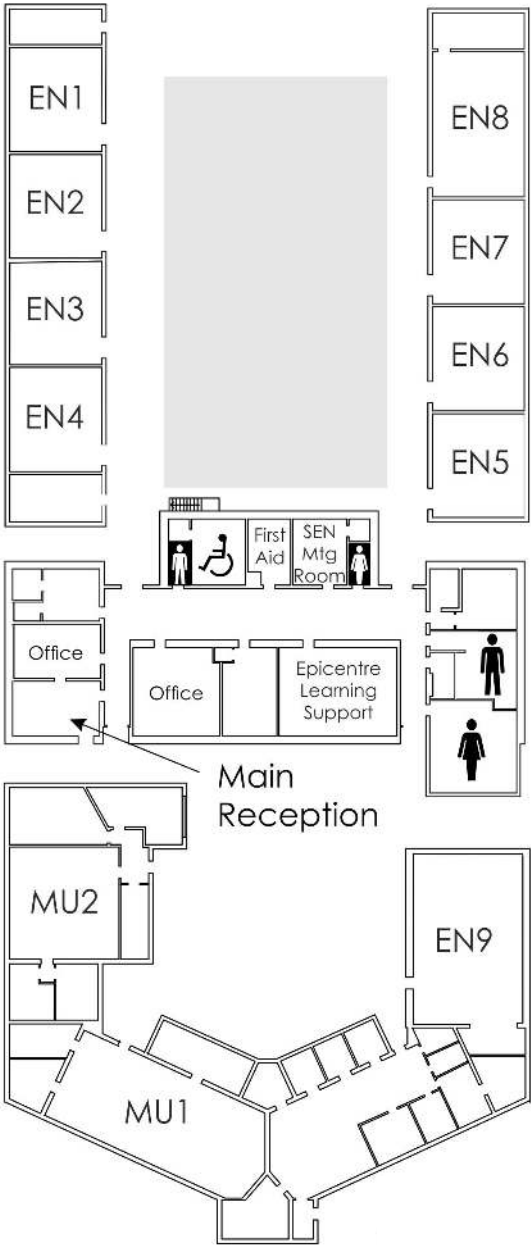
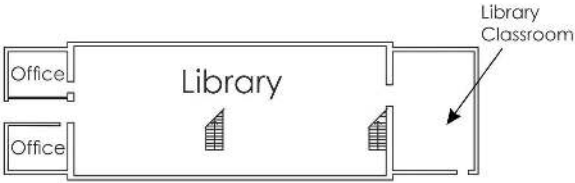
The next few pages show the areas of the school to help you find your way!!!



The Galley

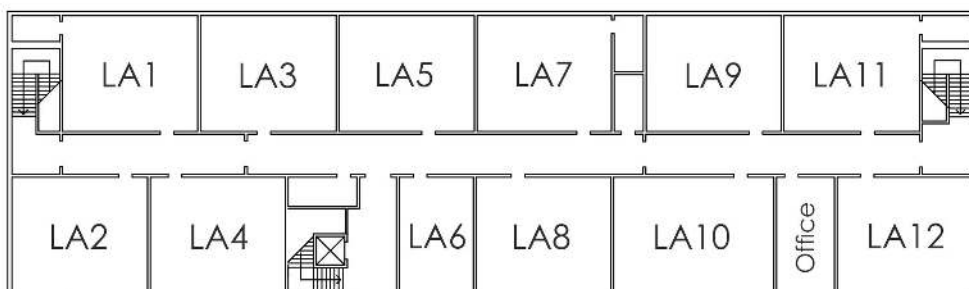
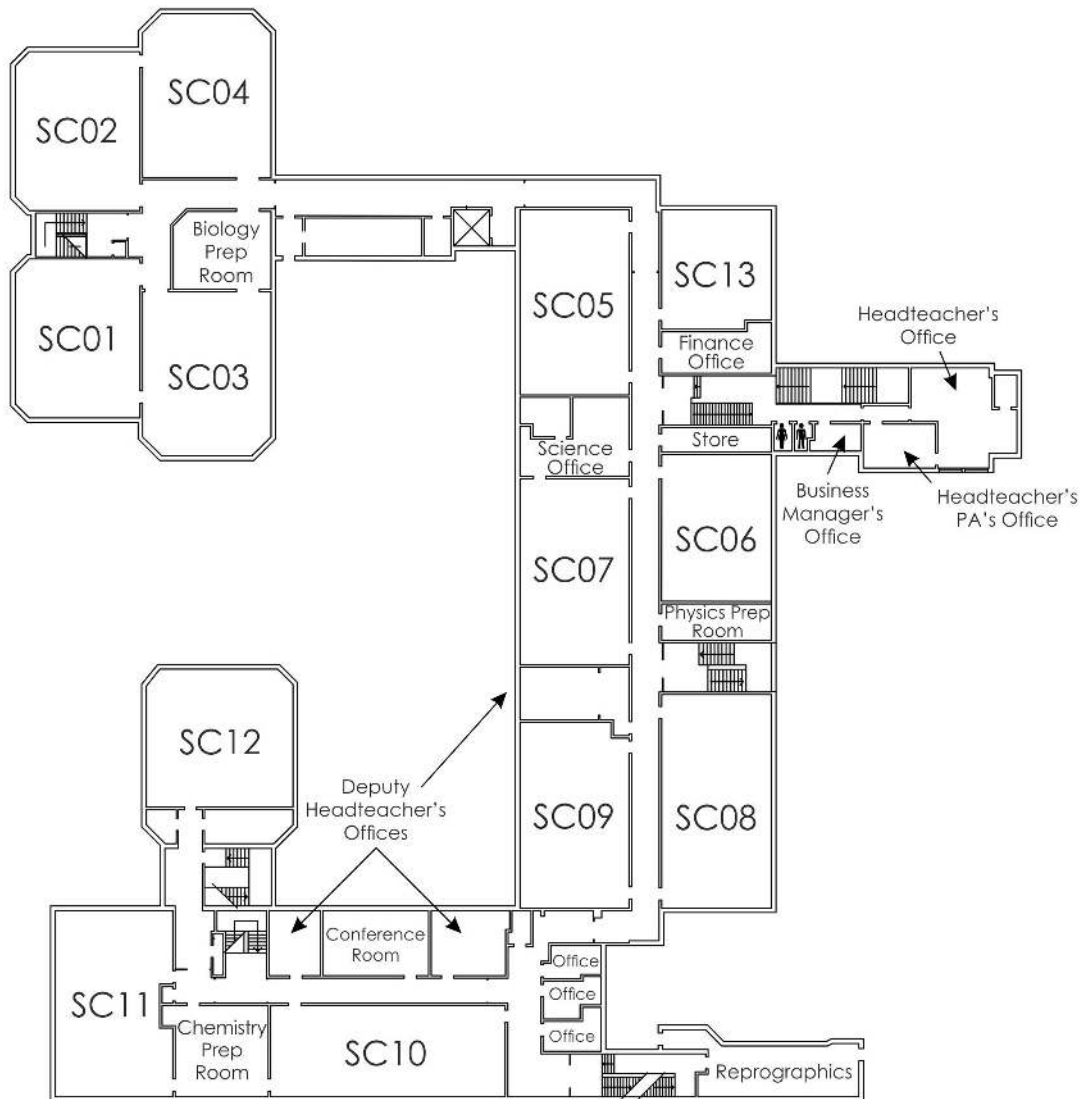
GROUND FLOOR

English
Learning Support
Maths
Music



FIRST FLOOR

MFL
Science

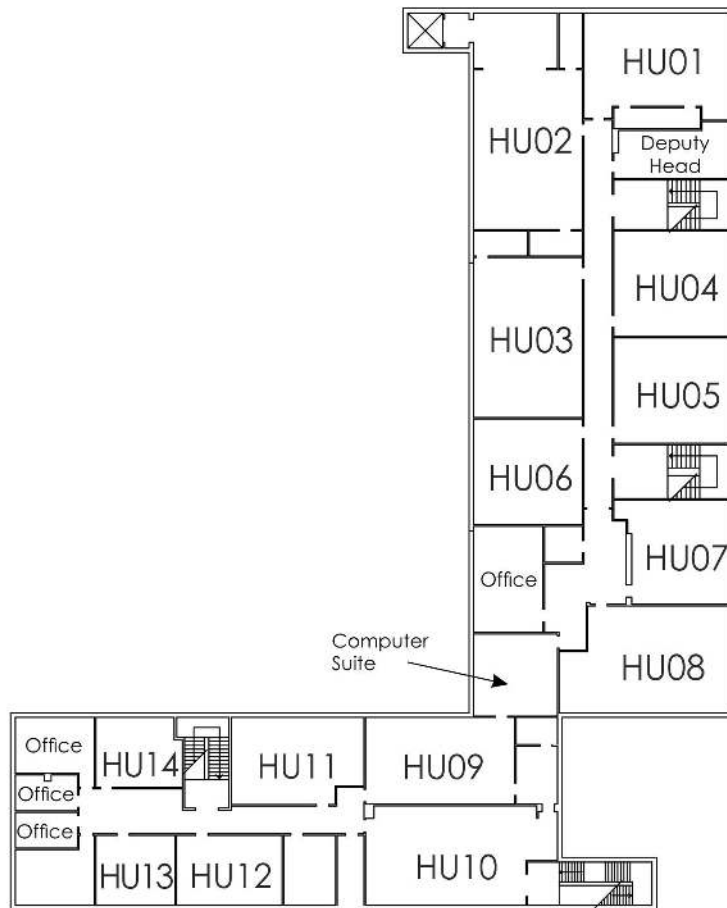


SECOND FLOOR

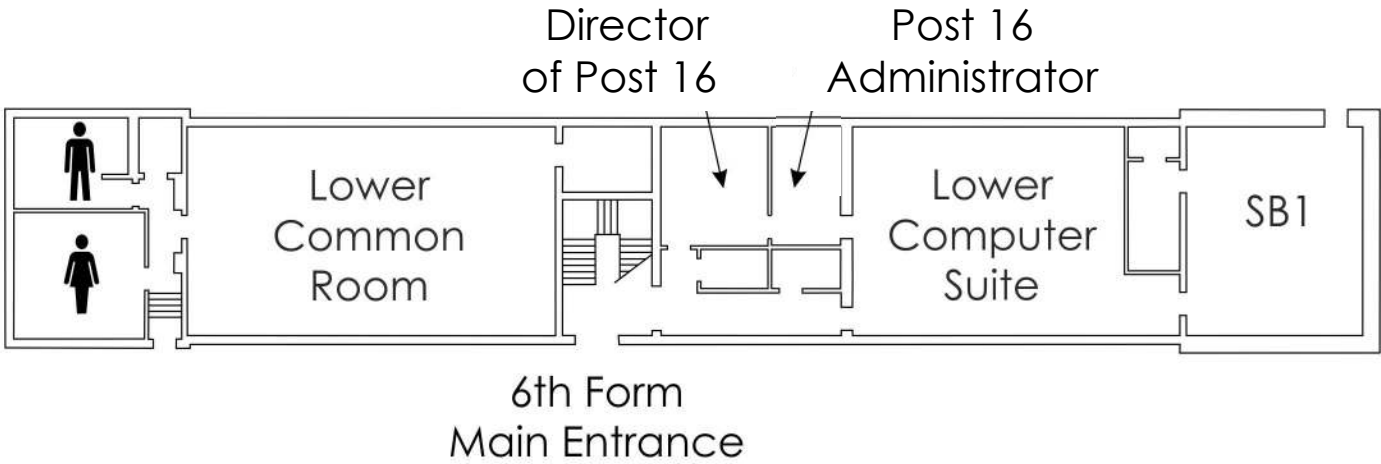
Geography

History

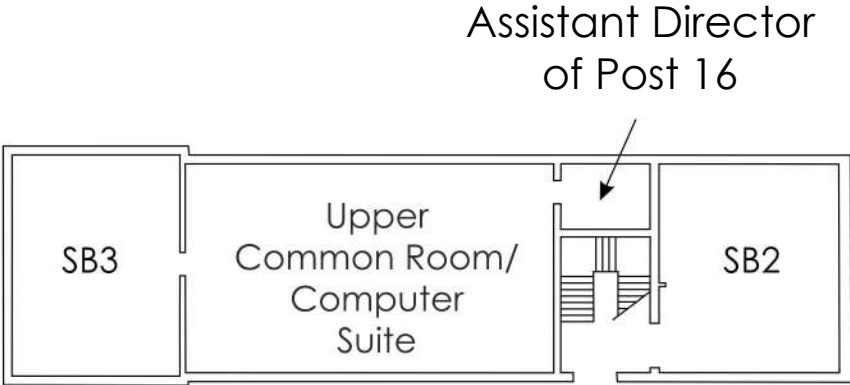
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SIXTH FORM



GROUND FLOOR



FIRST FLOOR

Sixth Form Students' Guide

ENROLMENT

Enrolment takes place at the beginning of Year 12 and 13 and involves agreement of the programme of education or training. A **Learning Contract** is signed and discussed.

LEARNING CONTRACT

This outlines what a student can expect from Plymstock School, and what the student will give in return, in the way of conduct, work etc. If a sixth form student does not adhere to the terms of the Learning Contract they will be placed on a further Learning Contract which will impose specific targets a student must adhere to. If this further contract is not adhered to the student could be asked to leave.

ATTENDANCE AND REGISTRATION

Full **attendance** is a major key to success and students are expected to conform fully to expectations. Your attendance will be monitored by Miss Monelle, Mrs Littler, tutors and teachers. Concerns will be logged on the referral system. Attendance will be linked with any reference the school provides for you whether that be for an employer or a university . For further details please see your Learning Contract. If a sixth form student does not adhere to the terms of the Learning Contract they will be placed on a further Learning Contract which will impose specific targets a student must adhere to. If this further contract is not adhered to the student could be asked to leave.

Policy

Full attendance is a major key to success and students are expected to conform to expectations.

- Students will attend fully from 8.45am to break each day and attend all lessons.
- If students are late they will be issued with a red card and be given a lunchtime detention.
- Students can use the quiet study rooms, library or the 60 computers in the Sixth Form Centre.
- Students on a study period during 3, 4 and 5 will have permission to leave the site but **they must sign in /out** at Sixth Form reception. We reserve the right to withdraw this privilege if students are not making suitable progress in their subjects or attendance falls below 96%.
- Every progress report sent home will have a breakdown of lessons attended and lessons missed.
- All bursary students will have to meet the bursary criteria (currently 95% attendance)
- Students who fall below 96% attendance for no valid reason will have to pay for their examination entry as they have not shown the commitment required towards their studies.
- Any reference will be linked to your attendance.

RECORDING/COMMUNICATING ATTENDANCE AND ABSENCE -

REGISTERING AND TUTORING

Site Registration

1. **Site registration** is to show students' presence or absence on the school site. It is essential for Health & Safety, and for organisational reasons.
2. **Year 12 and 13 students will attend fully from 8.45am to break each day and all lessons including Assemblies. If students are on a study period during periods 3, 4, and 5 they will have permission to leave the site.** (They must sign in/out at the Sixth Form Reception. Departure at 3.10pm need not be signed out.)
Students who arrive late in the morning must sign in at the Sixth Form with **Mrs Littler**. Late arrivals should never go straight to lessons. Red cards will be issued for lateness.
3. If you are going home ill **you must inform** a member of the Sixth Form Team before doing so.

Class Registration

1. **Class Registration** is the registration of students in their lessons. This will be recorded by subject teachers.
2. Class registration is an important focus for highlighting issues relating to students, and will provide a formal record of attendance by subject, which will be used on reports and for references to future employers or educational establishments.
3. Students are expected to provide notes, appointment cards, etc. as explanation of absence if attendance levels drop below 96%.

Absence/lateness known in advance →	Inform Beckie beforehand either in person, telephone or email.
Absence/lateness not known in advance →	Ring Sixth Form Office to inform of reason on 495041 or email Beckie or send a message through MyEd.

Summary of some acceptable reasons for absence/lateness, known in advance

Medical appointment not able to be arranged outside lesson times

A religious holiday

Open Day or Interview*

Work Experience (not around exam times)*

Attendance at a funeral

A theory or driving test

University Experiences (i.e. Summer school, Sutton School Trust)*

* The relevant form must be collected from Mrs Littler on these occasions.

Summary of some acceptable reasons for absence/lateness not known in advance

Severe disruption to transport

Illness

Summary of some absence/lateness which would not be acceptable

Holidays

Work

Frequent, short term sickness unsupported by doctor's note

Leisure

Babysitting

Failure to get up in good time

Birthdays or similar celebrations

Shopping

Driving lessons

Seeing a teacher

Completing work for another subject

Intervention System

The 6th form follow the intervention system outlined below to ensure we consistently track and monitor not just serious concerns, but also low level persistent concerns related to students' barriers to learning /success.

Post 16 Cause for Concern and Staging Process

Students whose participation or progress causes some concern to their teachers/ tutor will be placed on the Post 16 Cause for Concern & Staging Process. This will happen if:

- There is a worrying level or pattern of absence in the subject/or registration
- Students fall worryingly behind with their work
- A student's attitude to work or behaviour in the classroom is stopping them or others from learning.
- The quality of a student's work is substantially below where we believe their potential should be.

Preliminary Stage:

If a subject teacher/tutor feels that a student is becoming a cause for concern they must email the student's tutor outlining their concerns (EMM & RCL must be copied into this email).

The student's tutor will discuss the concern with the student and give them a chance to put it right. (The tutor will log this on the student's behaviour log on SIMS)

If the cause for concern persists, the tutor/subject teacher will then initiate Stage 1 of the procedure, and advise RCL.

N.B. Each stage of this process will involve an action plan being completed with the student, with targets and a review date being set. There will also be an electronic report on SIMS for Subject Teachers to complete. Each of the stages have consequences of increasing seriousness.

Stage 1:

Normally initiated by subject teachers or tutor – leads to fortnightly attendance printouts being sent home to parents, and/or a close eye being kept on the student by the tutor/subject teacher on meeting deadlines that have been set. Extra supervised study sessions may be added to a student's timetable. Timescales are set by tutors on a case by case basis, but are normally 1 to 2 weeks. A SIMS Electronic Report will be initiated for the duration of the stage by the Post 16 team. Failure of stage 1 means movement to stage 2.

Stage 2:

May be tutor/Head of Post 16/ Assistant Head of Post 16 led if the concern relates to a range of subjects – might lead to all absences needing parental approval, all unauthorised absences or late work being notified to parents directly and possibly to regular support being provided by tutor/Assistant Head of Post 16 and supervised study periods being timetabled until all work is caught up. **This will also involve a compulsory meeting with parents and Teachers/Tutor/HOD/KS5 Manager/Assistant Head of Post 16.** Timescales are set by tutors on a case by case basis, but are normally 1 to 2 weeks. A SIMS Electronic Report will be initiated for the duration of the stage by the Post 16 team. Failure of stage 2 means movement to stage 3.

Stage 3:

Will involve a meeting with the Head of Post 16, the Assistant Head of Post 16 and the student to which parents are expected to attend and a formal contract is drawn up – the consequence of failing to meet the terms of this contract will lead to the student's removal from the Sixth Form.

Progress will be assessed on the basis of completion of relevant coursework and/or assignments on time and to the best of a student's ability.

Progression into Year 13

Progression into Year 13 is dependent on a multitude of factors i.e. Behaviour, attendance, mock results. An holistic view will be taken when deciding on a student's suitability to continuing their A Level subjects. We will take into account extenuating circumstances that may have impacted on any mock exams undertaken in the Summer term.

Ready To Learn

School Rules in every classroom (Years 7-13)

Students will show they are 'ready to learn' by adhering to 10 clear rules:

1. Arrive on time, usually within three minutes of the bell, and by the second bell after break and lunch, ensuring an orderly entry and exit.
2. Always try your best and be positive.
3. Start work as soon as instructed by the member of staff.
4. Listen respectfully when others are talking – there should be no calling out or interrupting.
5. Keep 'off-task' conversations for social times only.
6. Follow all seating arrangements.
7. Focus on your own work and do not distract the learning of others.
8. Stay in your seat unless instructed otherwise by a member of staff.
9. Don't eat, drink or chew gum (water is allowed, if the teacher permits it) and put all litter in the bin.
10. Speak to all staff and other students with respect.

If a **Post 16 student** breaks one of these rules they will be asked to leave the class and go to the Sixth Form work room for the remainder of that lesson. **Staff will email Mrs Littler who will make contact home.**

Additional Rules for Post 16

- An ID badge is worn and visible at all times.
- Students are not permitted to leave the site until 11.00am and must follow the signing in/out procedure.

For Post 16 students, if any of the above occur, you will be referred straight away to Mrs Littler.

Mobile Phones

Whilst students are on the school site, mobile phones should be switched off and not used during the school day. They must hand over to a member of staff any phone that is seen or heard. **Post 16 students are not to use their phones/headphones around the site-** the only exception is in the Sixth Form building. If you are seen using a phone outside of the sixth form block you will be asked to put it away immediately.



Plymstock School E-mail Sync for: iPad



Please Read
Carefully!



Settings > Mail, Contacts, Calendars > **Add Account....**



Click "**Microsoft Exchange**" and fill out the appropriate details:

Email: jsmith@plymstockschool.org.uk

Domain: plymstock.internal

Username: jsmith

Password: *****

Description: Anything you want 😊

Server: webmail.plymstockschool.org.uk

Your **School** email address

Your **School Network** Log-in

Your **School Network** password

E.g. Work email

This will appear when you press
"Next". Enter this and press "Next"

When you have entered this information **correctly**, you should see a series of **ticks** and the following screen:



Ensure Mail is turned **ON**. Alternatively, you can choose to turn added features such as **Contacts**, **Calendars** and **Reminders**. This will automatically sync this information with the iPad apps.

E.g. When Calendars are **ON**, all appointments will appear in the calendar app.

When you turn these features on, accept any prompts from the iPad.

The account should now be activated... You can access your emails via the mail button on the home screen



Problems:

- Ensure you have a Strong Wireless connection during this process
- No email showing up.... Click the refresh button located at the bottom left hand side of the iPad. You may need to press more than once for the iPad to respond to the mail server

SUPPORT AND GUIDANCE

Students can expect support and guidance from a number of staff.

Staff include :

Personal Tutors

Director of Post 16 (Miss Monelle)

Assistant Director of Post 16 (Mrs Littler—Beckie)

Post 16 Administrator (Mrs Grenney- Gem)

Careers Advisor (Ms Linzell)

School Nurse

PARENT SUPPORT

We value parental support and will aim to communicate frequently and clearly through letters, progress reports, parents' evenings and information evenings.

If you have any questions or issues you wish to raise with us or you feel a bit out of the loop please contact either the Miss Monelle or Mrs Littler on the contact details provided in this booklet. You can also keep up to date with information and event details on the school website or our Twitter page (@Plymstock6th)

SIXTH FORM CENTRE

The Centre and its facilities are only for the use of members of our sixth form. Students are expected to treat furniture and fittings with respect. Damage is extremely rare, but any caused must be paid for at repair or replacement cost. Damage must be reported immediately.

Kitchen: There are hot drink facilities with tea and coffee supplied. There is also a toaster, microwave and fridge available for you to use. Students are responsible for cleaning the kitchen facilities. Individual students are responsible for washing up any cups or cutlery used. **If the kitchen is not kept tidy and clean it will be shut.**

Food may be brought from the Galley to the Sixth Form Centre but must not be eaten on the way. Hot drinks are allowed to be taken from the Galley to the Sixth Form Centre.

N.B. Food and/or hot drinks should not be consumed in lessons.

Break & Lunch: The entire Sixth Form Centre (including classrooms) are available for Sixth Form students to use during break and lunch. Tutor rooms are not to be used by sixth form students as they are allocated for use of the lower school during break and lunch.

STUDY FACILITIES

In the **Sixth Form Centre** the Computer Suite is not normally used for lessons, but is a private study facility. The other Common Room areas are available for private study or discussion. The Upper Common Room is music free and is set up with individual study stations, Wi-Fi and a conference table. The Lower Common Room is a less formal study area with kitchen, drinks, rest room and music facilities (for break and lunch only).

QUIET STUDY ROOMS

We want students to have the opportunity to study in silence around the school if the 6th form area is busy. Therefore, we have allocated quiet study rooms throughout the school in which you can study in peace.

There will have to be necessary conditions such as:

- Silent study only
- No food and drink in the rooms
- Small groups only
- If the students are disrupting the teacher who may be working in the room they will be asked to leave
- The room may be needed at the last minute for cover

Notices will be put up around the Sixth Form area to show where these rooms will be located.

THE LIBRARY RESOURCE CENTRE

Plymstock School Library provides a welcoming and friendly environment for all students to enjoy. The Library is open throughout the school day from 8.30 - 4.20 Monday - Thursday and 10.00 - 3.20 on Fridays.

Students are able to borrow up to four books at a time for up to three weeks. There is a wide range of up to date fiction and non-fiction books, audio CD's, DVD's, magazines, newspapers and encyclopaedias. There is also a photocopier and computers for use at lunchtimes and after school.

PRINT CREDITS

Each term students are allocated print credits. Once they have run out students are able to buy more print credits from the Library.

CAREERS OFFICE

Students can investigate careers, training and education in the Careers Library located in the Eco Block.

LOCKERS

Lockers in the Sixth Form Centre are available for at a cost of £10.00 (£5 deposit £5 cost) for as long as you need it. Please return the key to Mrs Grenney in Sixth Form when the locker has been emptied and you will receive your £5 deposit back.

Any lost key, misuse of lockers or other problems must be reported immediately to Mrs Grenney.

THE SENATE

We hold a weekly Senate Meetings which everyone can get involved in. Senate serves as an aid to voice your options and ideas and get involved in 6th Form life. Posters will be displayed advertising the date, time and place of the Senate meetings. Everyone is welcome.

Head Boy, Girl and Deputies are appointed each year through a voting and hustings process. Their roles include: leadership, community liaison, fund raising, enterprise, marketing, events and pastoral support.

DRESS CODE

Students are expected to dress in a manner appropriate to our working environment.

It is recognised that senior students have more scope to be individual in their dress. However, it is expected that they are not scruffy, and do not dress in a way which distracts them or others from their work.

The following bullet points are printed for guidance

- Appropriate dress for your subject
- We have traditional expectations such as, no extremes of fashion or excessive jewellery, modesty in choice of attire, don't dress for the beach, no hats indoors etc.
- Visible piercings or tattoos are not permitted however a clear bar is acceptable.
- Remember that in accepting a place at the school you accept the standards and expectations of the school.
- Flip flops must not be worn.

I.D.

Sixth Form students will be issued with a sixth form I.D.. Students are expected to carry a clearly visible I.D. card at all times. Lost I.D.s must be replaced. There will be a charge of 50p for this service.

CAR AND MOTORBIKE PARKING

There is no available parking for Sixth Form students on site.

If you choose to park your vehicle near to the school please do so legally and respect our local residents.

FIRE DRILL

Please ensure that you are fully aware of the procedures in the event of a fire alarm (these are displayed in all rooms). It is imperative that you **always sign in/out** whenever you enter/exit the school site. **THIS IS AN ESSENTIAL PART OF OUR HEALTH AND SAFETY PROCEDURE. IF YOU DO NOT FOLLOW OUR SCHOOL PROCEDURES YOU RISK ENDANGERING STAFF AND FIREFIGHTERS (IN THE EVENT OF AN ACTUAL FIRE).**

IF YOU DO NOT SIGN IN/OUT YOU WILL RISK LOOSING YOUR PLACE IN SIXTH FORM.

ABSENCE OF A TEACHER

If a teacher is absent, a Cover Supervisor will (where possible) be assigned to your class. Normally work will be set and be done in the designated room. If you do not have a Cover Supervisor either the Head of Department or member of the Post 16 team will register you and pass you cover work set.

CHANGE OF COURSE

If you are considering dropping a course it is essential that you speak to either Miss Monelle or Mrs Littler. You must continue to attend a course until a change has been formally agreed with Miss Monelle or Mrs Littler.

SMOKING OR VAPING

Smoking or vaping in the 6th Form Block or outside the schools entrance and exit is not permitted or tolerated. If you wish to smoke you must sign out and **walk** around the local area. Students should not congregate in groups near local residences. If you refuse to adhere to these guidelines you risk losing your place in Sixth Form.

CAREERS INFORMATION ADVICE AND GUIDANCE

Thorough guidance is given to students whether their next step is further education, higher education, training or a job, and it is up to students to make the most of advice available. Applying for university is normally made through UCAS (University and Colleges Admissions System) during the Autumn Term of Year 13. This follows detailed preparation during the second half of Year 12. There are weekly UCAS help drop in sessions on Wednesdays after school in the Upper Common Room (April-January).

Students wishing to pursue apprenticeships or full time employment are able to benefit from attending a weekly after school drop in session on Tuesday's in the Upper Common Room. The group will start in the Autumn Term for Year 13's and March for Year 12's. This will enable students to understand what key skills they require for the world of work and receive support with application processes.

WORK EXPERIENCE

With an ever-changing world we feel it is essential for students to gain relevant work experience to develop their skill set and gain an insight into the job market. Some students can choose to do this on a regular basis, others may choose to find a week's placement during the school year. We have a Year 12 Work Experience Week (6th-10th July). If students have not already undertaken work experience they will be expected to undertake it during this week. By the end of Year 12 we expect students to have undertaken some form of work experience placement. Please discuss work experience options with Mrs Littler and complete the necessary paperwork.

REFERENCE REQUESTS

Confidential references are written in many situations when requested. These are not shown to the student, but the student may ask to see the reference when received by the recipient. Open references are written for UCAS and for some other requests. Students may ask to discuss their reference with the person responsible when it has been completed. The school's aim is always to write a positive and accurate reference thus enabling students to have the best chance of gaining an appropriate position.

CLEARANCE PROCEDURE (LEAVING)

Most students leave at the end of the school year, but some move on to their next step mid year. Whenever a student leaves school it is essential to complete a Sixth Form Leavers Form. This ensures all school books etc. are returned, and it provides vital information for the records.

A Level's are a 2 year commitment with formal exams only at the end of Year 13. If you wish to leave at the end of Year 12 you must discuss this with either Miss Monelle or Mrs Littler by the December of Year 12. Some courses are taught in a way that might enable you to sit a formal exam at the end of Year 12 to gain a qualification however, this is not always possible with A Level courses.